

MINUTES
WILLMAR POLICE COMMISSION
Monday, February 2, 2015

The annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 2, 2015, at 3:45 p.m., at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members Dennis Anfinson, Cassie Akerson and Kathy Schwantes. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 3:48 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Schwantes, to approve the December 11, 2014 minutes, as written. **Motion carried.**

Election of officers was held, with the positions rotating as follows: President – Cassie Akerson; Vice President – Kathy Schwantes; and Secretary – Dennis Anfinson. A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the elections as stated. **Motion carried.**

The Commission reviewed the current Police Civil Service Rules and Regulations. Discussion on whether promotional positions should require a six-month probationary period (which would coincide with the Department Heads, Supervisors and Confidential Employees contract) or a one-year probationary period. The Commission felt it should remain a one-year probationary period.

After discussion, Commissioner Schwantes made a motion, seconded by Commissioner Akerson, that the Rules and Regulations remain as stated, with the exception of updating the Chief's signature on the job descriptions. **Motion carried.**

Miscellaneous

Chief Felt informed the Commission that Samuel Schaeftbauer, previously a Community Service Officer for the Police Department, had started today as a full-time police officer. He explained that this brings the PD up to full authorized staff of 32.

Chief Felt explained that he received permission from City Administrator Stevens to hire another CSO to replace Schaeftbauer. Interviews had previously been completed with law enforcement students from Ridgewater College who were interested in the Community Service Officer position. Lucas Gronli has been hired as the new CSO and will begin on February 4th.

On January 18th, Michael Anderson started as Captain and Chad Nelson as Patrol Sergeant. Nelson had been filling in for the Detective unit due to vacations and training, so his first day on the road was February 1st. He will take over Sgt. Lange's patrol shift until Lange is cleared to come back from his arm injury, which may be another 4-6 weeks. The

Community Resource Sergeant position will not be filled until that time. Captain Anderson is picking up some of those duties in the interim.

K-9 Axel has been getting acclimated to Officer Flatten and his family. They will be attending narcotics training for four weeks in February in Maple Grove, MN.

Officer Sam Neubauer will complete a two-week DARE training program this week, at which time he will be able to teach DARE classes, when needed, to help out the School Resource Officers.

Chief Felt updated the Commission on the Police Explorer program. There are currently 15 members; 7 females and 8 males. Sgt. Jahnke, Detective Van der Hagen, and Officer Hay are overseeing the program. They meet the second and fourth Monday of every month.

Discussion on whether the Police Department will ever get back up to 34 officers, enabling them to resume some of the programs that were cut due to a shortage of officers. Chief Felt informed the Commission that the department recently re-organized the patrol unit, going from 4-person teams with an overlap car, to 5-person teams without an overlap car. Hopefully this will cut back on overtime and shifts having to be changed for coverage. He also explained the department receives numerous requests for public speaking and/or presentations, which he tries to rotate among the officers. He informed the Commission that the Police Department had received 18,082 calls for service in 2014, indicating the department handles approximately 50 calls a day.

Chief Felt thanked Commission members for giving their time to the Police Civil Service Commission.

Commissioner Akerson turned over all documentation relating to matters with a previous PD employee, which will be filed with the Police Commission archives.

There being no further business, President Anfinson adjourned the meeting at 4:25 p.m.

/sae